

OUTGOING MESSAGE

OMF

S E C R E T

STAFF

FBIS

TO: FBIS/VIENNA .Y

ADMIN PERS Y

SUBJECT: ADVANCE SICK LEAVE Y

REF: FBIS/VIENNA 10182 Y

25X1
25X1

1. REQUEST FOR 30 DAYS ADVANCE SICK LEAVE FOR [REDACTED]
IS APPROVED. ADVANCE SICK LEAVE CAN BEGIN 24 MARCH. THE REQUIRE-
MENT TO BRING ANNUAL LEAVE BALANCE DOWN TO 160 HOURS HAS BEEN

25X1

RESCINDED. Y

2. REQUEST FOR 33 HOURS ADVANCE SICK LEAVE FOR [REDACTED]
IS APPROVED. Y

25X1

3. PLEASE FORWARD COPIES OF MEDICAL STATEMENTS FOR BOTH
EMPLOYEES FOR OUR RECORDS. [REDACTED]

25X1
25X1

DATE: 1 Apr 86
ORIG: [REDACTED]
UNIT: FBIS/P&T8
EXT: [REDACTED]

25X1

25X1

COORDINATING OFFICERS

CHIEF, ADMIN STAFF, FBIS

DIRECTOR, FBIS

S E C R E T

FORM 12E
7-80

USE PREVIOUS
EDITIONS